



## House Rules for Outside Companies

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### **1. Entering the plant premises**

During work at HF, any employee from an outside company shall remain an employee of his/her employer with all rights and obligations.

In matters of safety, however, the specialist for occupational health and safety and the department head of the requesting body shall be authorised to issue instructions to the employees from outside companies. This shall not release the superior from the outside company of his/her responsibility for his/her own employees.

The relevant officer from the outside company is tasked with checking the execution of their work. She/he shall be under an obligation to monitor compliance.

The plant premises are entered and exited via the Main Gate entrance area, with sign-on to be completed at the central office.

### **2. Supervision on the plant premises**

While working on our plant premises, you will be supervised by a project leader who is familiar with the work to be carried out. She/he is tasked with briefing you on the conditions at your work site prior to your commencement of work, in addition to monitoring the proper execution of your contract and compliance with the applicable safety instructions. Personal protective equipment must be supplied by the company providing the outside services and worn by employees.

In the case of a violation of these rules for external companies, or conduct that is in breach of safety regulations, the project leader shall be authorised to immediately ban the relevant parties from entering the premises.

### **The project leader in charge in your case is:**

Mr Gröger:  
Deputy: Mr Egel

Telephone: 02734-491-160  
Telephone: 02734-491-255



### **3. General conduct**

Contractor staff shall only be permitted to enter and remain in spaces and operating facilities that need to be visited in order to carry out the work in question.

The awarding of the contract does not place HF under any obligation to provide staff from outside companies with accommodation, social areas or storage space. Use of HF-owned installations and facilities is only permitted once approval has been obtained from the project leader.

Occupational health and safety laws and accident prevention requirements must be observed.

The consumption of alcohol and other intoxicants is strictly prohibited.

Smoking is prohibited in the areas designated as non-smoking.

Photography and filming is not allowed.

Order and cleanliness must be maintained.

Any residual materials that accumulate must be removed.

Thoroughfares, entries, exits, emergency routes, fire extinguishers and emergency installations must be kept clear.

In areas containing warning signs, the appropriate protective clothing must be worn. Protective footwear must be worn upon leaving designated routes.

Protective installations on machines must not be circumvented or rendered ineffective.

For the execution of the subcontracted work, outside companies may only deploy legal workers with a valid residence permit, for which a request will be made where necessary.

### **4. Traffic regulations**

German road traffic regulations apply on plant premises. The speed limit is **10 km/h**. The use of HF vehicles and work tools is only permitted once authorisation has been obtained from the person in charge of the project, and with a valid driver's licence.

### **5. Technical systems and devices**

Access to and other types of interference with operating facilities are prohibited. To the extent that work of this type is necessary, consultation with the project leader is required.

The devices and tools used must comply with the applicable requirements and regulations. For equipment subject to inspections, inspection certificates must be able to be provided.

The decommissioning / recommissioning of alarm and detection systems, as well as other supply lines, may only be undertaken by the appointed HF employees.

If a system or device is found to exhibit safety-relevant deficiencies, the person in charge of the project must be notified of this immediately.



## 6. Handling dangerous substances

Any dangerous substances put into storage must be clearly labelled.

When storing flammable materials in outside areas, a minimum distance of 5 metres from external walls without openings must be maintained. For walls with openings, the minimum distance to be maintained is 10 metres.

Dangerous substances may only be stored in their original containers.

The corresponding protective regulations must be observed, and measures safeguarding against unauthorised use and theft must be implemented.

Compressed gas bottles must be secured against falling over using appropriate sling gear.

## 7. Construction site safety

Excavations, pits, ditches, open channels, holes in the ground, etc. must be sufficiently secured and illuminated when it becomes dark.

When working on raised surfaces, surfaces below must be safeguarded against falling objects.

## 8. Work on electrical equipment

In the vicinity of voltage-carrying electrical equipment that is not protected against direct contact, all measures according to the Trade Association Accident Prevention Ordinance DGUV, Regulation 3 ("Electrical Systems and Equipment" (previously BGV A3)), must be observed.

## 9. Working with naked flames

Work generating naked flames such as welding, cauterisation, grinding, soldering, etc., may only be carried out following a briefing on the dangers present and after a permission slip for work involving risk of fire has been issued. Permission is to be requested from the project leader and will only be granted following review and approval by the fire safety officer, provided the necessary preventative fire protection measures are met.

## 10. Environmental protection

Water-contaminating substances must not find their way into the ground water, waste water or soil.

Containers containing solvents must remain closed at all times.

Contamination that affects safety or the course of HF operations requires prompt removal. In cases of non-compliance, an invoice will be issued for the cleaning required.

Waste must be disposed of using the designated containers.

Hazardous waste must be disposed of at the expense of the contractor.

The project leader must be informed immediately of any unforeseen leakage of water-contaminating substances.



### **11. First aid**

Less serious injuries require that the first aiders in the individual departments be informed (a list is displayed at the individual information points in the departments).

In the case of serious injury, call for help via the first-aiders in the departments or dial the emergency number 112.

### **12. Fire**

In the case of a fire alarm being sounded, all persons must immediately leave the building and gather at the assembly area. The instructions given by the fire protection support staff (recognisable by their high-visibility clothing featuring corresponding markings) must be followed. Evacuation and emergency routes, as well as access pathways to the assembly area, are marked and given on emergency maps, which have been displayed in clearly visible locations in the operating area, as is basic information regarding how to conduct oneself in the event of fire (part A of the Regulations on Fire Safety).

### **13. Final Provision**

These house rules form a contractual component. Violations of the house rules constitute a breach of contract. We reserve the right to make claims for any resultant damages. In particular, the contractor shall be liable for all personal injury and material damage caused to HF, staff members or third-party individuals by the contractor or his/her employees.



MIXING GROUP

I hereby confirm that I am aware of the House Rules for Outside Companies:

Name of company / name in block letters:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Contractor's signature